

General Services Administration
National Archives and Records Service

Courtesy Storage Agreement

The Central Intelligence Agency has 25,000 cubic feet of security classified records which require vault storage, which it is unable to transfer for regular accessioning by the Washington National Records Center, and for which CIA cannot provide vault space at the present time. To alleviate this situation, the General Services Administration is willing to provide vault space in the Washington National Records Center on a temporary basis, subject to the following conditions:

GSA will:

1. Provide approximately 25,000 cubic feet of shelf space partitioned from other records.
2. Limit access to this partitioned space to CIA personnel and other authorized persons.
3. Permit passage through GSA vault space to the partitioned space, during regular working hours, by CIA personnel and other authorized persons cleared by GSA.
4. Inspect the partitioned area monthly, in cooperation with CIA personnel.

CIA will:

1. Finance the construction by GSA of an expanded-metal personnel barrier to enclose the shelf space and area assigned by GSA.
2. Store in the partitioned space only records of at least secret classification or records requiring that degree of protection.
3. Keep the partitioned space at least 80 percent filled with such records.
4. Maintain the records and the partitioned space in a clean and orderly condition.
5. Transport, shelve, and unshelve all records moved into or out of the partitioned space.
6. Coordinate with the Center any proposed transfer of records into or out of the partitioned space to avoid possible conflict in the dock area.

On file GSA Release instructions apply.

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7. Service all reference requests and furnish all messenger service required.
8. Furnish the Center monthly with statistics on reference activity and records holdings in the partitioned area.
9. Obtain GSA security clearance for all CIA personnel and other authorized persons needing to pass through GSA vault space en route to the partitioned space.
10. Assign no more than 3 CIA or other authorized persons full time in the partitioned space and limit all visits to the partitioned space to regular working hours, except in emergencies.
11. Require all CIA personnel and other authorized persons to abide by the rules of the Center.
12. Furnish all office supplies and equipment required in the partitioned space.
13. Reimburse GSA for telephones and other facilitating services not ordinarily provided by the Center.

This agreement is intended to provide CIA with security records storage space for a period not to exceed December 31, 1970. The agreement may be terminated sooner to suit the convenience of either party. In the meantime, CIA will initiate plans to provide for either (1) withdrawal of the records by the end of the period specified, or (2) transfer of the records to the custody of the Center. In the event the Center does not have a pressing need for this particular space at the end of the three-year period, the agreement may be extended on a year-to-year basis.

For the General Services Administration:

Walter Robert Jr.
Acting Archivist of the United States

For the Central Intelligence Agency:

J. C. R. L. BANNERMAN

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